

Manual on Surveys of Informal Employment and Informal Sector

Draft Chapter 8:
Tabulation, reporting and dissemination

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1. Introduction

No statistical effort makes sense if data is not released in a meaningful way. The release of data is one of the stages of data production most directly concerned with meeting user needs. However, the groundwork for providing users with relevant statistics must be laid at an early stage of the survey design. As discussed in chapter 3, planning a data collection effort involves determining, in collaboration with the main users of the data, the purposes or objectives that will be given priority. The purposes or objectives then set a broad context for the specific indicators, tabulations and reports to be produced as well as the formats in which data are disseminated.¹ It is at this time, during the survey planning, that a general data tabulation and dissemination plan should also be formulated in discussion with the key stakeholders and users of the data.

Advances in computer technology and its widespread use are transforming the options available to tabulate, analyze and disseminate survey results. From the side of producers of data, the benefits include: reducing the time required to process results, facilitating the production of a greater number and a wider variety of tabulations and creating new more efficient forms of data dissemination. From the user side, micro-computers and electronic data products have greatly enlarged the numbers and the types of persons using data. While these developments are expanding the availability and uses of data and generating new interest in statistical information, they are also increasing the demands for statistical information, products and services by a wide range of users with different levels of statistical knowledge.

Producers of statistics need not only to release data that is relevant, but also provide the information in ways and formats that are easily accessible and understandable. Thus, growing in parallel to the demand for new data and statistical products is the need to disseminate the information together with the metadata necessary for its proper use and interpretation. In the case of statistics of the informal sector and informal employment, metadata is particularly important given the recent adoption of the international recommendations and guidelines on these topics and their current implementation at national level.

¹ For example, in Mexico the micro-business surveys are prepared and conducted by INEGI together with the Ministry of Labour. A formal agreement is made by the two organizations to design the survey and produce tabulations. As a result the decision-makers of both organizations are involved throughout the process.

Statistics on informal employment and informal sector have now reached a point where international comparability is attainable not only in their measurement but also in terms of dissemination. It is important to enhance comparability not only for international compilations but also for national purposes. National statistical offices benefit in many ways from upgrading the comparability of their statistics. Featuring statistical data on informality in international compilations is an important use of data which justifies its continued collection and also increases its value. Academics and the media as well as national policy makers tend to consult international publication first. Moreover only if data are comparable can they be used as indicators, for example to assess a country's performance. Comparable data on informal employment could be used in the development of indicators to monitor the performance of labour markets and supplement the unemployment rate, which is now often the sole indicator used. In summary, national statistical offices benefit from producing information according to international standards although they may opt to use another approach for dissemination in national publications and web sites. This chapter provides guidance on formats for tabulation, reporting and dissemination of data that will contribute to greater harmonization and comparability of statistics on informal employment and informal sector across countries.

The next section of the chapter reviews the data items to be collected as part of a program of statistics on the informal sector and informal employment. Section three introduces some of the main derived variables and indicators on employment in the informal sector and informal employment to be computed using the collected data. Section four provides suggestions for the development of a national tabulation plan for statistics of informal employment and the informal sector. Section five addresses the issue of metadata and provides examples of metadata items relevant for the interpretation of statistics of informal employment and the informal sector. Sections six and seven discuss some of the main dissemination formats: reports in print form and computer-based products, respectively. The chapter ends with a short section on the importance of promotional efforts to the success of a data dissemination programme.

2. Items of data collection

As with any data production programme, data items to be collected with respect to the informal sector and informal employment depend upon the particular measurement objectives identified, in consultation with users, at national level. Since account needs to be taken of the particular circumstances of each country, this manual can provide only an illustrative list of data items. Such a list is included below. The list corresponds, in particular, to the measurement objectives specified in chapter 3 and is based on items of data that have been collected in national labour force surveys, informal sector surveys and other related surveys conducted so far.

- (i) Persons employed in the informal sector and/or in informal jobs
 - a. *Characteristics*: age, sex, migration status, school attendance, educational attainment, kind of vocational training received, etc.
 - b. *Employment and working conditions*²: occupation, branch of economic activity, status in employment, hours actually worked, whether main or secondary job, type of work contract, urban/rural area, type of work place, income from employment and its components (wages and salaries in kind or in cash, employers' social contributions, profits), entitlement to paid annual leave or sick leave, duration of employment, etc.

- (ii) Informal sector units
 - a. *Production, income generation and fixed capital*: frequency of operation (perennial, seasonal, casual); duration of operation during the reference period; quantity and value of outputs produced during the reference period; total amount of sales; intermediate consumption; taxes paid on production and subsidies received, if any; property income received and property charges payable in connection with business activities; characteristics of loans taken for business activities; fixed assets owned by the units; fixed capital formation during the reference period; etc.

 - b. *Conditions of business operation*: legal organisation; type of accounts kept; type of ownership (individual ownership, household ownership, business partnership with members of other households); size (number of

² To the extent possible, the information should be collected for main and secondary jobs. Where the percentage of employed persons with secondary jobs is small or where constraints limit the collection of data, the information should be collected in respect of the main job.

persons engaged in the production unit), number of business partners from other households, if any; location (urban versus rural areas); type of work place (own home, client's or employer's home, other fixed premises, agricultural land, construction site, market or street stall, without fixed location, i.e. mobile); type and number of customers, or proportion of output sold to different types of customers; extent and terms of work performed for other enterprises under subcontracting arrangements; sources of capital for the acquisition of fixed assets; origin of the main goods used for further processing or resale (importation, informal sector, other); type of registration or licensing of units; availability of public utilities at the place of work; participation in informal sector support programmes and kind of assistance received, if any; membership in associations or cooperatives of informal sector producers; problems faced in the creation of enterprises and constraints on their operation or expansion; year of creation and evolution of enterprises; etc.

- c. *Characteristics of owners of ISU*: sex; age; marital status; place or country of origin; period of residence in the present area; previous place of residence, if any; educational attainment; acquisition of skills needed to conduct the business (formal versus informal kinds of training); present occupation; time spent at work in the business during the reference period; engagement in other economic activities; characteristics of other economic activities, if any, and main source of income of enterprise owners; reasons for working in the informal sector; characteristics of previous employment in or outside the informal sector, if any; plans for the future regarding business development or alternative employment; etc.
- d. *Characteristics of households of ISU*: other household members by sex, age, marital status, relationship to the reference person and activity status; employment characteristics of other household members employed in or outside the informal sector; amount and sources of income of the households; etc.

3. Selected derived variables and indicators

In preparation for the tabulation of the data, the set of main derived variables will need to be computed. As with the data collection items, the set of derived variables to be computed depends on the survey measurement objectives and on the needs of users identified during producer-user consultation meetings. Programs will need to be developed that specify how to compute the variables based on the collected data items and the corresponding national definitions.

Some of the main derived variable related to informal sector and informal employment are listed below. To compute the listed variables, it is necessary that the data collection programme generates information on the employed population by some characteristics of their main/secondary jobs, namely: branch of economic activity (agriculture versus non-agriculture), type of production unit (formal sector, informal sector and households) and nature of the job (formal versus informal). The list, of course, should be adapted to national circumstances and should be a part of the broader set of derived variables to be computed from the survey. That is, data on informal sector and informal employment should not be processed, tabulated and disseminated in isolation, but as part of the larger set of related social and economic statistics.

List of major derived variables on informal sector and informal employment

Informal employment

Persons in informal employment/jobs

Persons in informal non-agricultural employment/jobs

Persons in informal self employment/jobs

Persons in informal non-agricultural self employment/jobs

Persons in informal wage employment/jobs

Persons in informal non-agricultural wage employment/jobs

Persons in informal employment/jobs outside of the informal sector

Persons in informal non-agricultural employment/jobs outside of the informal sector

Informal sector employment

Persons in informal sector employment/jobs
Persons in informal sector self-employment/jobs
Persons in informal sector wage employment/jobs
Persons in formal employment/jobs in the informal sector

List of major derived variables on informal sector

Informal sector enterprises
Owners of informal sector enterprises
...

Derived variables such as those listed above are needed not only in preparation for the tabulation of the data. They are also important statistics to be disseminated as part of a broader set of indicators on informal sector and informal employment. These statistics give a sense of the absolute number of persons/jobs/units that form part of the informal sector and informal employment. Additional indicators, however, are needed on their relative sizes compared to total employment/jobs/production units, etc. For this, a range of indicators will also need to be computed based on the information collected.

In the case of employment, it is possible to accomplish this objective with a few indicators. Such a list of indicators and method of computation is presented below.

List of selected indicators on informal sector employment and informal employment

Indicator		Computation method*
1.A	Informal employment as percent of total employment	= $17 : 18 \times 100$
1.B	Informal non-agricultural employment as percent of non-agricultural employment	= $5 : 6 \times 100$
2.A	Informal sector employment as percent of total employment	= $12 : 18 \times 100$
2.B	Informal sector employment as percent of non-agricultural employment	= $12 : 6 \times 100$
3.A	Ratio of informal sector employment to informal employment (expressed as a percentage)	= $12 : 17 \times 100$
3.B	Ratio of informal sector employment to informal non-agricultural employment (expressed as a percentage)	= $12 : 5 \times 100$
4.A	Informal employment outside the informal sector as percent of total employment	= $(2+8+14) : 18 \times 100$
4.B	Informal non-agricultural employment outside the informal sector as percent of non-agricultural employment	= $(8+14) : 6 \times 100$
5	Formal employment in the informal sector as percent of informal sector employment	= $10 : 12 \times 100$

*See Indicator computation matrix below.

Indicator computation matrix			
	Formal employment	Informal employment	Total employment
Agriculture*	1**	2**	3
Non-agricultural activities	4	5	6
Formal sector	7	8	9
Informal sector	10	11	12
Households	13	14	15
Total employment	16	17	18

*ISIC Section A (incl. forestry and fishing)

** Requires identification of criteria to distinguish between formal and informal jobs of employers, own-account workers and members of producer's cooperatives working in agriculture.

While the proposed indicators can be informative at an aggregate level, further disaggregation by sex, age groups, and other characteristics such as status in employment, are necessary for them to be useful for employment analysis and to inform policy. Indeed, data producers may need to define a broader set of indicators to be produced and disseminated through consultation with the main users of the statistics. An example of such an indicator dissemination programme is provided below in section 6 of this chapter. The main objective of this section is to illustrate how a basic set of

indicators on employment in the informal sector and informal employment can be derived with the data collected.

The first four indicators compare the size of informal employment and of informal sector employment to total employment and to non-agricultural employment, giving a general idea about the share of the employed population (total and excluding agriculture) who have either informal jobs (1.A and 1.B) or who work in informal enterprises (2.A and 2.B). As noted above, the indicators are computed separately for employment in all branches of economic activity (1.A and 2.A) and for non-agricultural employment (1.B and 2.B). Thus, by comparing indicators 1.A and 1.B, it is also possible to know whether informal employment is concentrated in agriculture or not. In the case of informal sector employment, comparison of indicators 2.A and 2.B tell a different story. Indicator 2.A is generally reported as a summary measure of the share of employment that is in the informal sector. However, indicator 2.B is, strictly speaking, a more adequate measure given current recommendations that restrict measurement of the informal sector to non-agricultural activities. In general, the two indicators will differ little in countries where the share of employment that is engaged in agricultural activities is small. However, where this is not the case, the difference between the indicators could be large. In such cases, it would be important to produce and disseminate both indicators a par.

Indicators 3.A and 3.B compare the size of informal sector employment to informal employment. Again, the indicators are calculated separately for employment in all branches of economic activity (3.A) and for non-agricultural employment (3.B). The indicators are ratios and are expressed as percentages. A value of 100 would mean that the size of informal sector employment and informal employment are the same; a value lower than 100 indicates that there are more persons holding informal jobs than persons employed in informal enterprises; a value higher than 100 would indicate the opposite. In most cases, the value of the indicators will be below 100. However, in theory it is possible to find values higher than 100. This can happen if there are a large number of employees working in informal enterprises but having formal jobs. Although, in some countries it is possible to find such cases, the numbers tend to be small (see indicator 5). Rather, a value higher than 100 is more likely to occur because of definitional issues; for example, when enterprises are defined as formal using size as the only criterion; when formal jobs are defined on the basis of a written contract, including informal written agreements; or when different registration criteria are used for the enterprise and the employees, and these are not linked in the national administrative record system.

The last three indicators focus on the non-overlapping components of informal employment and informal sector employment: Informal employment outside the informal sector (4.A and 4.B) and formal employment in the informal sector (5). Indicators 4.A and 4.B refer to the share of the employed population (total and excluding agriculture) engaged in informal jobs outside the informal sector. These include: employees holding informal jobs and working in formal enterprises, contributing family workers employed in formal enterprises, informal domestic workers, and persons engaged in the production of goods for own final use (if considered as employed). Indicator 5 refers to the share of persons employed in the informal sector who hold formal jobs discussed earlier in this section of the chapter.

It should be noted that, in order to produce some of these indicators (1.A, 3.A and 4.A), countries need data on informal employment in agriculture for all workers regardless of status in employment. As noted in chapter 2, the concept of informal employment applies to all branches of economic activity. From a measurement perspective this does not pose any problems in the case of employees and contributing family members. However, in the case of employers, own-account workers and members of producers' cooperatives (if relevant) performing agricultural activities, the criteria to be used to distinguish between formal and informal jobs needs to be determined at national level. Examples of approaches used by countries for this purpose are presented in chapter 4. Countries which do not collect these data, where informal employment in agriculture is likely to be small, or where the agriculture sector itself is small, may compute the indicators below excluding these categories of workers from the measure of informal employment. This however, may underestimate the relative size of informal employment compared to total employment (indicator 1.A) and overestimate its size compared to informal sector employment (indicator 3.A).

4. Tabulations

Once data processing is complete, the tabulation phase begins. An initial detailed set of tabulations on informal sector and informal employment is required in order to provide a comprehensive view of the topics and exploit the data collected as fully as possible. At the same time, however, it is important that the tabulation of these topics be integrated with related topics (e.g. labour force) in the general survey data tabulation programme.

To facilitate the use of the data and the accuracy of interpretation it is important that detailed specifications are prepared with each table. These include defining the codes and values which comprise each category in the tables and the location of this information on the computer. If derived numbers such as ratios and percentage distributions are reported, information on derivation should also be given.

A sample list of tabulations for data on informal sector and informal employment, as well as table layouts and definitions of the cross-classifying variables, is provided here as a guide to countries in the development of a tabulation plan (see Appendix A). The suggested tabulation list is split into two broad sections. The first section includes 63 tables related to employment in the informal sector and informal employment. The second section refers to tables related to the informal sector. Each section is further subdivided into thematic groups.

In the case of the tables related to employment in the informal sector and informal employment the thematic groups are based on the component of the population that the tables refer to:

- Group 1: Total population
- Group 2: Employed persons
- Group 3: Employees
- Group 4: Persons in informal employment
- Group 5: Persons employed in the informal sector

The first three groups of tables compare the characteristics of persons employed in the informal sector and informal employment with the total population (Group 1), persons employed (Group 2) and employees (Group 3), respectively. As such, they provide a comprehensive view of similarities and differences between informality and the population and employment as a whole. The last two groups of tables, by focusing on persons in informal employment and in informal sector employment, provide detailed information about the characteristics and employment and working conditions within these two dimensions of employment.

In the case of the tables related to the informal sector the thematic groups refer to different units of analysis:

Group 1: ISU activities

Group 2: IS enterprises

Group 3: ISU owners

Group 4: ISU employees

Group 5: Characteristics of households of ISU owners

5. Metadata

During the last decade high priority has been placed on the development of general standards for the production, dissemination and exchange of metadata (see box 9.1 below). Following developments in this area, this section presents a set of model templates to document and release relevant metadata items connected with surveys on informal employment and informal sector.

The template below shows the key metadata items required for a Labor Force Survey or another household survey that includes as topics employment in the informal sector and informal employment

METADATA BASIC CONTENTS LABOR FORCE/HOUSEHOLD SURVEY

1/2

Country:	Date this form was completed : _____ Day _____ Month _____ Year
Official name of the NSO:	
Official name of the Survey (Please specify both: official national language and English translation):	

Number of waves/rounds (years the survey was conducted)	
Next year the survey will be conducted	
Years from which data are available (if it varies depending on the round, specify)	
Total dwellings in the country (not including collective dwellings)	
Total dwellings in the national sample	
Total dwellings in urban areas	
Total dwellings in the urban sample	
Sample domains (Areas from which data is representative)	
National	
Urban	
Main urban areas	
Rural	

Indicator(s) for calculation of sample size	
Number of selection stages	
Base year of the dwelling frame currently used for sampling	
Assumptions on non-response rate used in calculations of sample size	
Total actual non response rate of the last wave/round	
Number of dwellings in the sample where information cannot be collected	
Due rejection	
Due the fact that dwellings occupants where no located	
Due problems or inaccuracies in the dwelling frame	
Due other reasons	
Period/moment of the year each round was conducted	
Lapse of time between field operations closing and data release	
International Conference of Labor Statisticians (ICLS) used as conceptual reference	
a)	
:	
Non ICLS is used as a reference	
Definition of employment adopted in the survey (time reference included)	
Definition of each category /or status in employment in the survey	
Employers	
Own account workers	
Salary Workers	
Contributing family members	
Others	
Definition of Unemployment	
Time of reference used in addressing the size of the production unit a person a person works for	
The usual/average number of individuals employed	
The number of individuals working at the moment of the interview	
The number of individuals working during the last week	
The number of individuals working during the last month	
Another time reference	
Questions on the size of economic unit is not addressed	
Does the survey ask for another economic activity besides the main one declared for an individual?	
Yes	
No	
Topics on the condition or quality of the employment addressed	
a)	
:	
Classifications used	
Industry (e.g. ISIC Rev 3; NAICS, etc.)	
Occupation	

An example of relevant metadata items for surveys addressing informal sector units is shown below. In this example, informal sector units are considered as a subset of micro-enterprises. Thus, micro enterprises are used here as the concept for specifying the scope of the second phase of a mixed household and enterprise survey. These metadata items are relevant whatever strategy is used to collect the data. In addition to the items specified below, information is also needed on the scope, coverage, sample domains, conceptual frame of reference and unit of selection and the unit of analysis.

METADATA BASIC CONTENTS
SECOND PHASE SURVEYS OR MODULES ON MICRO ENTERPRISES/INFORMAL SECTOR
ACTIVITIES

/3

Country:	Date this form was completed : <div style="display: flex; justify-content: space-around; width: 100%;"> </div> <div style="display: flex; justify-content: space-around; width: 100%; font-size: small;"> Day Month Year </div>
Official name of the NSO:	
Official name of the second phase survey (Specify both: official national language and English translation):	

Number of waves/rounds of the second phase survey (years the survey was conducted)	
Next time the second phase survey will be conducted	
Years from which data are available (if varies depending on the round please specify)	
Are agricultural & husbandry activities included?	
Yes	
No	
Total micro entrepreneurs identified in the first phase survey (before multiplied by weighting factors)	
Total non- farm micro entrepreneurs identified in the first phase survey (before multiplied by weighting factors)	
Total micro- entrepreneurs eligible for the second phase survey (before multiplied by weighting factors)	
Total own- account workers identified in the first phase survey (before multiplied by weighting factors)	
Total non-farm own account workers identified in the first phase survey (before multiplied by weighting factors)	
Total own- account workers eligible for the second phase survey (before multiplied by weighting factors)	
If the number of micro- entrepreneurs/own- account workers in the second stage phase is smaller than the number identified by first phase please specify	
The smaller number covered in the second phase is because:	
Some areas are excluded (e.g. rural areas)	
Some industries are excluded (e.g. agriculture & husbandry)	
Some cases (e.g. professionals) are deemed not eligible (specify)	
The second phase is a statistical subsample	
Sample/Subsample domains (Areas from which data is representative)	
National	
Urban	
Main urban areas	
Rural	

In case the second stage is a subsample please specify the indicator(s) used to determine the sample size	
Total non response rate assumed so to calculate subsample size	
Total actual non-response rate of the second phase approach	
Number of dwellings in the sample where information cannot be collected	
Due rejection	
Due the fact that dwellings occupants where no located	
Due attrition	
Due other reasons	
Period/moment of the year each round was conducted	
Lapse of time between field operations closing and data release	
International Recommendations used as conceptual reference	
a) XV ICLS	
b) Delhi Group Recommendations	
c) Other references (please specify)	
:	
Classifications	
Industry	
Occupations	
Others (please specify)	
Definition of micro enterprise/micro businesses eligible for the second phase survey	
Time of reference used in addressing the size of the production unit a person a person works for	
The usual/average number of individuals employed	
The number of individuals working at the moment of the interview	
The number of individuals working during the last week	
The number of individuals working during the last month	
Another time reference	
Questions on the size of economic unit is not addressed	
Definition on Informal Sector activities used so far	
In the second phase sample were individuals with micro businesses as secondary activities included	
Yes	
No	
In the second phase were included paid domestic workers?	
Yes	
No	
Are specific questions on accounts practices addressed?	
Yes	
No	
Are specific questions on registration addressed?	
Yes	
No	
Topics addressed in the second phase approach	
Does the approach include a third phase?	
Yes	
No	
Topics addressed in the third phase approach	
a)	
:	
Are the data used for purposes of national accounts?	
Yes	
No	
Are the data have been used to asses/monitoring some public policy?	
Yes (please specify)	
No	
Is a press release elaborated to draw public attention on this information?	
Yes	
No	

Box 9.1: Tools for data and metadata documentation, dissemination and exchange

Four initiatives designed as working tools to assist in the preparation of metadata for each of the different stages of a statistical project -- data collection, data processing, tabulation and dissemination of statistical information -- are described below: .

Data Documentation Initiative (DDI)

DDI is an effort to set an international standard based on XML¹ with respect to the content, presentation, transport and preservation of relevant documents related to data relevant to the social sciences and recently extended to economic data. It is designed to document projects supporting data products such as censuses, surveys and administrative registers.

DDI benefits include the following

- Interoperability. The applications generated by DDI can be transferred to different systems and readily used. DDI documents can also be easily imported in line.
- Flexible enough to detail contents. DDI design allows a throughout description of data sets even at the level of variable.
- Flexible and multi-purpose to adapt to different projects. A DDI book of codes provides for the generation of different types of products.
- Precision in searching for information. Since all DDI elements are directed to specific fields, it provides highly efficient documentation. search

The ready-to-use DDI software to digitalize and disseminate information on projects can be downloaded from: <http://www.ihnsn.org/home/>.

DDI's standards on metadata consists of five sections

1. Information on the data producer.
2. Description of the Project including geographic as and time coverage.
3. File description/data dictionary.
4. Detailed description of variables; their objectives and definitions, the instructions given to field staff in specific situations when an issue is addressed by respondents.
5. Relevant documents. All documents which are produced by a statistical project ranging from the initial planning to publications and other final products, are presented according to the standards of the Dublin Core.

DDI makes it possible to show on one screen the frequencies obtained from each variable both in terms of the aggregate of sample observations or the aggregate expanded by the weighting factor of each observation, that is the estimations of how many cases are at national, urban or rural levels alongside conceptual and operational definitions, including the section of questionnaires where the variable is collected.

ISO/IEC 11179

This standard builds a metadata register to direct the way metadata is presented and described.

The main aims in using ISO/IEC 11179 are the following:

- To have a standard description of data to achieve a common understanding of data among different projects within an organization as well between organizations.
- Ease the comparison of different waves of the same project throughout a long span of time. Data components can be re-used.
- Facilitate the administrative process in describing projects, data components and the information as such.

ISO/IEC 11179 sets a standard of six components.

Part 1. Frame: summary of the standard basic concepts of the application.

Part 2. Classification: Describes how to administrate a classification scheme of metadata registers.

Part 3. Meta-model of registers and basic attributes: specifies basic attributes and relations for a register constitutive of the metadata.

Part 4. Formulations in order to define data: Set of rules in elaborating definitions of the elements about data and its components.

Part 5. Tag rules: describes how to establish conventions in order to name data elements and their components so to be easily identified.

Part 6. Registration: specifies rules for the process in order to add or eliminate registers on metadata.

Standard of Data and Metadata Exchange (SDMX)

The technical standard SDMX supply specifications to exchange data and metadata based on a common model of information. The standardized procedure to transfer information rests on the definition of formats on aggregated records and metadata which clarify how data is constituted and structured.

SDMX defines structures to transfer data and metadata. By means of SDMX many dimensions around data dissemination including accessibility, timeliness, consistency, transparency and interoperability can be improved..

Data and Metadata Reporting and Presentation Handbook

The Organization for Economic Co operation and Development (OECD) elaborated a manual on guidelines and recommendations on data and metadata dissemination. Recommendations were taken from different international organizations and NSO's to harmonize the formats used in documenting and describing the statistical information.

See References below for the link to this manual as well those corresponding to the above mentioned applications.

References

DDI, (2010), <http://www.icpsr.umich.edu/DDI/org/index.html>

ISO/IEC 11179, (2010), <http://metadata-standards.org/11179/>

SDMX, Content-Oriented Guidelines, (2009), <http://sdmx.org/>

OECD, Data and Metadata Reporting and Presentation Handbook, (2007), <http://www.oecd.org/dataoecd/46/17/37671574.pdf>

UNECE / Eurostat / OECD, Work Sessions on Statistical Metadata, <http://www.unece.org/stats/archive/04.01d.e.htm>

6. Dissemination in Reports

The full reporting of survey results requires several different types of outputs. The aim of the first type, an advance report, is to release information on the survey as soon as possible. It consists of the production of basic cross-tabulations and a commentary on the main findings. A series of other reports not requiring prolonged or complex statistical analysis may also be produced at this stage. A second type involves the preparation of a comprehensive technical report on the survey operations and the precision or variability of the results. The third type provides for a fuller reporting of the results and wider collaboration with others outside the statistical agency. It includes a detailed report of the survey as well as publications tailored to specific categories of users. Each of these types of reports is discussed below.

Advance release of results

A first report presents brief highlights of the survey material together with any important cautions concerning the coverage or validity of the data. It is based on an early review of the data prior to a full technical analysis. It may be released as a brief report and/or a press release. First stage reports can also highlight specific topics and be targeted to particular categories of users. The preparation of commentary is important because it improves the chances that the interpretation of the basic findings not only by the general public but also by analysts will be correct.

Administrative/technical report

This second type of report provides both a record of survey operations and information on the basic definitional and technical aspects of the data, that is the metadata. This information is important for the survey organization as well as to inform users about the data and how to use it correctly.. Topics covered in this report should include³:

- a brief description of the survey operation, the size and distribution of the sample, and the data collection procedures used;

³ Based on United Nations, *Handbook of Household Surveys* (revised edition). Series F No.31. (United Nations: 1984) p.60.and on Statistics Canada, *Statistics Canada's Quality Assurance Framework, 2002* , Catalog no. 12-586-XIE (Ottawa, Canada:2002) p. 26.

- the basic concepts and definitions and other terms that underlie the data;
- the methodology used to collect and compile the data;
- information related to the validity of the results, such as sampling variances, level of non-response and other known sources of error
- a copy of the questionnaire. and of manuals, for example those used in coding the data

Detailed survey reports

The third type of reporting involves more elaborate and comprehensive review and analysis of the survey findings. It includes analysis of comparisons among demographic, socio-economic and geographic groups as well as current levels and trends which may have occurred since previous periods. These analyses are published as the main report of the survey. Generally, such publications are comprised by a summary,; detailed sections on particular topics which often include summary tables and text,; a technical appendix and detailed tables.

Specialized user-oriented reports are now being prepared more frequently to meet the growing demands for statistical information. Examples are monographs on a specific subject related to the survey data and policy-oriented analyses. Both types of reports usually require collaboration with individuals and units outside the statistical agency to assist with the selection of topics and data, to bring in other relevant information on the topic and especially in policy-oriented reports to cover the political considerations involved. Some of these publications may be aimed at a non-technical audience and would require simplified tables and charts, non-technical language and a more interesting design format than is the standard in statistical publications⁴.

7. Computer-based Products

The growing availability of micro-computers and the internet has created new options and opportunities for the dissemination of survey results. There are several advantages in

⁴ A guide for developing and disseminating statistical publications for a non-technical audience is in: United Nations, *Handbook for Producing National Statistical Reports on Women and Men*, Series K, No.14 Sales No. E.97.XVII.10.

disseminating data on the internet or on compact discs rather than in printed forms. Electronic products are a more efficient and less costly way of releasing survey data. Moreover they have a wider out-reach and can greatly enlarge the user-base and increase the demand for these data.

The reports described in the previous section can be made available on the internet. In addition unique computer products should be prepared. Statistical tables may be disseminated on line, on an internet web site or on compact discs. Compact discs are especially useful in developing countries where there may be problems with internet access. Compact discs and the internet make it possible to disseminate tables with large amounts of data such as the detailed disaggregations for geographic areas. Such products will need to include software that enables users to work with the data to meet their own needs.

Another important approach used increasingly by national statistical offices and international agencies to disseminate data is the use of dynamic templates. A template standardizes the way information is disaggregated and published. It also provides information on what is covered and not covered in the survey. By pointing up data gaps, it sets a direction for next steps a country may take either in improving its coverage or by adding items to the questionnaire. For these reasons the use of templates is an important step in the harmonization of data across counties. Three basic templates relating to data on informal employment and informal sector are shown in Annex B. They are relevant to all countries with data on labour, however advanced the country in developing data on informal sector and informal employment .

An advantage of disseminating data through a template rather than specific tabulations is that there is less tendency to push a sample beyond its limit. Some cells in typical cross-tabulations do not have a sufficiently large number of observations to provide unbiased estimate and it is not easy to caution users about the robustness of data in each cell. However the statistical precision of the data can be shown in a template in the reporting of such measures as standard errors, coefficients of variation and intervals. Brazil and Mexico use this format to release information on the main indicators of the labour force survey. Symbols are shown in a column in the template⁵ to indicate whether the variation from the reference period is significant.

⁵ In the case of Mexico see

<http://www.inegi.org.mx/est/contenidos/espanol/sistemas/enoe/significancia/default.asp?c>

Templates can also be used to offer users the possibility of making cross tabulations interactively if each disaggregation refers to the same universe or subset. Many countries find this application, the so-called “Data Cubes” attractive because it enables a simple interaction with the database without requiring SQL or other computer languages.

In addition, the individual survey records or micro-data may be disseminated through internet or compact discs. The availability of micro-data bases are especially important in meeting the growing need for social and economic data for planning and analysis within government and by researchers at academic and policy-oriented institutions both within and outside the country. Furthermore, the preparation of micro-data bases will reduce the need for time-consuming “on request” services for users who require special tabulations.

The advantages of disseminating data in public-use micro data files are great, however in providing these data, the confidentiality of respondents must be secured.. Among countries permitting the preparation of such files, legislation restricts the release of individual data in forms that may lead to the identification of individuals. To address this problem the options offered by Statistics Canada for the release of individual data include⁶:

- the production of public-use micro-data files that have been screened to protect confidentiality. Such products must be approved by the Microdata Release Committee;
- the provision of a custom retrieval service through which external users can submit special requests for retrieval from the confidential micro-database. Such retrievals must be screened for confidentiality before release;.
- contracting with an external analyst to perform statistical analyses for the Agency under the Statistics Act. Such analysis must be sworn in under the Act.

↑ means that a positive variation was statistical significant, that is not explained by mere sample randomness; ↓ a negative variation or decrease is statistical significant; ↔ means that any variation appreciated in any direction whatsoever it is not statistically significant.

⁶ Statistics Canada, Statistics Canada’s Framework for Assessing e, *Statistics Canada’s Quality Assurance Framework, 2002* , Catalog no. 12-586-XIE (Ottawa, Canada:2002) pp. 18-19..

Files should be provided in a generic format which can be read by most statistical packages. In addition basic documentation on the survey should be prepared and made available on the Web and in printed form to assist potential users in knowing whether the data base will be useful for their needs and also to inform users of the characteristics and limitations of the data. The World Bank in its efforts to promote the accessibility of the Living Standards Measurement Surveys (LSMS) posts the micro-data from national surveys on the web as well as documentation on the metadata for each survey. The documentation typically contains descriptions of the following: the purpose of the survey, the questionnaires, the organization of the survey team, the raw data files, the constructed data fields, codes not contained in the questionnaire and other documents useful for the analysis of the data (see <http://www.worldbank.org/lsmc/country/datahome.html>). Such information can be easily compiled if an administrative/technical report is prepared on the survey.

8. Promotional efforts

Public dissemination of results and the development of a broad group of users are important in justifying and building support for the large expenditure of public resources that go into national data collection efforts. There are various ways in which the availability of statistical data can be made known. Today one of the most important means is the internet site of the unit responsible for collecting and publishing these data. The internet site should offer tools for search and navigation as well as information to inform potential users of the data and various data products. For example, the site may contain listings of data and product browsers by theme and subject as well as catalogues of documents.

In addition press materials publicize the release of basic results of the survey. Catalogues and brochures announce the available publications and data. Such information should be circulated widely to potential data users in both public and private sectors. Promoting wide circulation may require developing a list of potential data users.

Speeches by staff before various groups and organized conferences of users are additional ways to acquaint the public with available data. These also provide the opportunity to discuss the potential uses and limitation of statistical informal. In addition, articles for

newspapers, magazines and professional journals can provide more detailed analysis of survey results.

Promotional efforts will be facilitated by information specialists located either in the statistical organization or more broadly in government. If such specialists are available, it is important that statisticians work closely with them in preparing materials and in promotional activities. As in other stages of survey operations, a dialogue between data producers and media specialist users is essential.

Annex A

List of sample tabulations for data on informal sector and informal employment

A.1 Suggested list of tabulations on employment in the informal sector and informal employment

GROUP 1: Tabulations dealing with the total population

This table provides a general summary of the distribution of the population by main labour force characteristics including labour force status and, among the employed, branch of economic activity (agriculture/non-agriculture) and the formal/informal nature of their job.

Total population by ...

- 1.1 Labour force characteristics (overview)

GROUP 2: Tabulations dealing with employed persons

This group of tables provides information on the distribution of the employed population by type of production unit, nature of the job and other main employment characteristics. Thus, it allows comparisons of the employment characteristics of persons in and outside of informal sector employment and informal employment.

Employed persons by type of production unit, status in employment, nature of the job, sex and type of area

- 2.1 All branches of economic activity
- 2.2 Agriculture, forestry and fishing
- 2.3 Other branches of economic activity

Employed persons by type of production unit, nature of the job, branch of economic activity ...and

- 2.4 Type of institutional unit

Employed persons by type of production unit, nature of the job, *variable*, sex and type of area

Variable

- 2.5 Type of institutional unit
- 2.6 Branch of economic activity
- 2.7 Occupation
- 2.8 Number of persons engaged in the production unit
- 2.9 Type of work place
- 2.10 Number of usual hours of work per week
- 2.11 Number of hours actually worked during the reference week

- 2.12 Level of monthly earnings
- 2.13 Age groups
- 2.14 Educational level
- 2.15 Method of training
- 2.16 Duration of employment

Employed persons wanting to work more hours by type of production unit, nature of the job, *variable*, sex and type of area

Variable

- 2.17 Reason for wanting to work more hours
- 2.18 Number of hours actually worked during the reference week

Employed persons looking for another job by type of production unit, nature of the job, *variable*, sex and type of area

Variable

- 2.19 Reason for looking for another job

GROUP 3: Tabulations dealing with employees

This group of tables provides information on the distribution of employees by type of production unit, nature of the job, selected employment conditions and basic personal and employment characteristics. Thus, it allows comparisons of the characteristics of employees in and outside of informal sector employment and informal employment.

Employees by type of production unit, nature of the job, *variable*, sex and type of area

Variable

- 3.1 Conditions of employment

Employees by type of production unit, nature of the job, *variable* and conditions of employment

Variable:

- 3.2 Age groups
- 3.3 Educational level
- 3.4 Method of training
- 3.5 Branch of economic activity
- 3.6 Occupation
- 3.7 Level of monthly earnings

GROUP 4: Tabulations dealing with persons in informal employment

This group of tables provides information on the personal characteristics and employment and working conditions of persons in informal employment.

Persons in informal employment by sex, status in employment, branch of economic ...and

- 4.1 Educational level
- 4.2 Method of training
- 4.3 Number of persons engaged
- 4.4. Type of work place
- 4.5. Duration of employment
- 4.6. Usual hours of work
- 4.7. Level of monthly earnings

Persons in informal employment by sex, status in employment, occupation ...and

- 4.8 Educational level
- 4.9 Method of training
- 4.10 Usual hours of work
- 4.11 Level of monthly earnings

Persons in informal employment by sex, status in employment, type of work place ...and

- 4.12 Number of persons engaged
- 4.13 Duration of employment

Persons in informal employment by sex, status in employment, duration of employment, *variable* and level of monthly earnings

Variable

- 4.14 Branch of economic activity
- 4.15 Occupation

Persons in informal employment by sex, status in employment, *variable(s)* and level of monthly earnings

Variable(s)

- 4.16 Education level, method of training
- 4.17 Usual hours of work
- 4.18 Type of work place

GROUP 5: Tabulations dealing with persons employed in the informal sector

This group of tables provides information on the personal characteristics and employment and working conditions of persons in informal sector employment.

Persons employed in the informal sector by sex, status in employment, branch of economic activity ...and

- 5.1. Educational level
- 5.2. Method of training
- 5.3. Number of persons engaged
- 5.4. Type of work place
- 5.5. Duration of employment
- 5.6. Usual hours of work
- 5.7. Level of monthly earnings

Persons employed in the informal sector by sex, status in employment, occupation ...and

- 5.8. Educational level
- 5.9. Method of training
- 5.10. Usual hours of work
- 5.11. Level of monthly earnings

Persons employed in the informal sector by sex, status in employment, type of work place ...and

- 5.12. Number of persons engaged
- 5.13. Duration of employment

Persons employed in the informal sector by sex, status in employment, variable(s) and level of monthly earnings

Variable(s)

- 5.14. Educational level, method of training
- 5.15. Duration of employment, branch of economic activity
- 5.16. Duration of employment, occupation
- 5.17. Usual hours of work
- 5.18. Type of work place

A.2 Suggested layouts for tabulations on employment in the informal sector and informal employment

GROUP 1: Tabulations dealing with total population

Table 1.1 Overview of labour force characteristics of the population

	Total	Men	Women
Total population			
Working age population			
Economically active			
Unemployed			
Employed			
Employed in agriculture			
Formal employment			
Informal employment			
Employed in non-agriculture			
Formal employment			
Informal employment			
Economically inactive *			
Under 15 years			
15-24 years			
25-54 years			
55 years or more			

* Including persons below working age.

Table 2.4: Employed persons by type of production unit, nature of the job, branch of economic activity and type of institutional unit

Branch of economic activity/ Type of institutional unit	Total			Formal sector enterprises			Informal sector enterprises			Households producing goods for own final use	Households employing paid domestic workers		
	Total employment	Formal employment	Informal employment	Total employment	Formal employment	Informal employment	Total employment	Formal employment	Informal employment	Informal employment	Total employment	Formal employment	Informal employment
Total													
Corporation							n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
Financial							n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
Non-fin.							n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
Government							n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
NPISH*							n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.
Household													
Branch 1													
See above													
Branch 2													
See above													
Etc.													

* Non-profit institution serving households.

Tables 2.5-2.16: Employed persons by type of production unit, nature of the job, variable, sex and type of area

Sex Type of area <i>Variable</i>	Total			Formal sector enterprises			Informal sector enterprises			Households producing goods for own final use	Households employing paid domestic workers		
	Total employ- ment	Formal employ- ment	Informal employ- ment	Total employ- ment	Formal employ- ment	Informal employ- ment	Total employ- ment	Formal employ- ment	Informal employ- ment	Informal employ- ment	Total employ- ment	Formal employ- ment	Informal employ- ment
Total													
<i>Variable</i>													
Male													
<i>Variable</i>													
Female													
<i>Variable</i>													
Urban													
<i>Variable</i>													
Rural													
<i>Variable</i>													

Variables

- | | |
|---|---|
| 5. Type of institutional unit | 11. Number of usual hours of work per week |
| 6. Branch of economic activity | 12. Number of hours actually worked during the reference week |
| 7. Occupation | 13. Level of monthly earnings (earnings classes) |
| 8. Number of persons engaged in the production unit | 14. Age groups |
| 9. Type of work place | 15. Educational level |
| 10. Duration of employment | 16. Method of training |

Tables 2.17-2.18: Employed persons wanting to work more hours by type of production unit, nature of the job, *variable*, sex and type of area

Sex Type of area <i>Variable</i>	Total			Formal sector enterprises			Informal sector enterprises			Households producing goods for own final use	Households employing paid domestic workers		
	Total employ- ment	Formal employ- ment	Informal employ- ment	Total employ- ment	Formal employ- ment	Informal employ- ment	Total employ- ment	Formal employ- ment	Informal employ- ment	Informal employ- ment	Total employ- ment	Formal employ- ment	Informal employ- ment
Total													
<i>Variable</i>													
Male													
<i>Variable</i>													
Female													
<i>Variable</i>													
Urban													
<i>Variable</i>													
Rural													
<i>Variable</i>													

Variables

17. Reason for wanting to work more hours

18. Number of hours actually worked during the reference week

Table 3.2-3.7: Employees by type of production unit, nature of the job, variable and conditions of employment

<i>Variable</i>	Total			Formal sector enterprises			Informal sector enterprises			Households employing paid domestic workers		
	Total employment	Formal employment	Informal employment	Total employment	Formal employment	Informal employment	Total employment	Formal employment	Informal employment	Total employment	Formal employment	Informal employment
Total												
<i>Variable</i>												
CoE												

Variables

2. Age groups
3. Educational level
4. Method of training
5. Branch of economic activity
6. Occupation
7. Level of monthly earnings (earnings classes)

GROUP 4: Tabulations dealing with persons in informal employment**Tables 4.1-4.7 Persons in informal employment status in employment, by sex, branch of economic activity and *variable***

Branch of economic activity/ <i>variable</i>	Total			Own-account workers, employers, members of producers' cooperatives			Contributing family workers			Employees		
	Total	Males	Females	Total	Males	Females	Total	Males	Females	Total	Males	Females
Total												
BRANCH 1												
BRANCH 2												
...												
<i>Variable</i>												

Variables

1. Educational level
2. Method of training
3. Number of persons engaged
4. Type of work place
5. Duration of employment
6. Usual hours of work
7. Level of monthly earnings

Tables 4.8-4.11 Persons in informal employment status in employment, by sex, occupation and *variable*

Branch of economic activity/ <i>variable</i>	Total			Own-account workers, employers, members of producers' cooperatives			Contributing family workers			Employees		
	Total	Males	Females	Total	Males	Females	Total	Males	Females	Total	Males	Females
Total												
OCCUPATION 1												
OCCUPATION 2												
...												
<i>Variable</i>												

Variables

8. Educational level
9. Method of training
10. Usual hours of work
11. Level of monthly earnings

Tables 4.12-4.13 Persons in informal employment status in employment, by sex, type of work place and *variable*

Branch of economic activity/ <i>variable</i>	Total			Own-account workers, employers, members of producers' cooperatives			Contributing family workers			Employees		
	Total	Males	Females	Total	Males	Females	Total	Males	Females	Total	Males	Females
Total												
At own home												
Client or employer home												
Other fixed premises												
Agricultural land												
Construction site												
Market or street stall												
Without fixed location												
...												
<i>Variable</i>												

Variables

12. Number of persons engaged

13. Duration of employment

Tables 4.14-4.15 Persons in informal employment status in employment, by sex, duration of employment, *variable* and level of monthly earnings

Branch of economic activity/ <i>variable</i>	Total			Own-account workers, employers, members of producers' cooperatives			Contributing family workers			Employees		
	Total	Males	Females	Total	Males	Females	Total	Males	Females	Total	Males	Females
Total												
Less than 3 months												
3 to under 6 months												
6 to under 12 months												
1 to under 1 year												
5 to under 10 years												
...												
<i>Variable</i>												
Level of monthly earnings												

Variables

14. Branch of economic activity

15. Occupation

Tables 4.16-4.18 Persons in informal employment status in employment, by sex, *variable* and level of monthly earnings

Branch of economic activity/ <i>variable</i>	Total			Own-account workers, employers, members of producers' cooperatives			Contributing family workers			Employees		
	Total	Males	Females	Total	Males	Females	Total	Males	Females	Total	Males	Females
Total												
<i>Variable</i>												
Level of monthly earnings												

16. Educational level

17. Usual hours of work

18. Type of work place

A.3 Definitions of employment-related tabulation variables

Type of production unit

Total

- Formal sector units
 - Public ownership
 - Private ownership
 - Other form of ownership
- Informal sector units
- Households
 - Producing goods exclusively for their own final use
 - Employing paid domestic workers

Status in employment

Total

- Own-account worker, employer, member of producers' cooperative
 - Own-account worker
 - Employer
 - Member of a producers' cooperative
- Contributing family worker
- Employee

Nature of the job

Total

- Formal employment
- Informal employment

Sex

Total

- Male
- Female

Type of area

Total

- Urban
- Rural

Type of institutional unit

Total

- Corporation
 - Financial
 - Non-financial
- Government
- Non-profit institution serving households
- Household

Branch of economic activity

ISIC tabulation categories or alternative aggregation for the informal sector

Note: An alternative aggregation for the analysis and reporting of data on the informal sector has been included in the new revision of ISIC (rev.4). The alternative contains a smaller number of highest level of aggregation categories than the standard ISIC. The objective of this alternative aggregation is to better reflect the high concentration of informal sector activities in such groups as: A (Agriculture, forestry and fishing), C (Manufacturing), F (Construction), G (Wholesale and retail trade; repair of motor vehicles and motorcycles), H (Transportation and storage), I (Accommodation and food service activities), and S (Other service activities). While grouping together or excluding certain activities where the informal sector is largely absent (i.e. public administration activities and activities of extraterritorial organizations and bodies), this alternative aggregation also provides sufficient detail in those activities most relevant to the informal sector. For example, manufacturing, repair services and trade are presented separately and In addition, manufacturing is shown separately as a sub-item of category II due to its importance. Likewise, retail trade activities via stalls and markets, as well as door-to-door and other direct forms of retail sale, are identified separately as a sub-item of category IV. At the highest aggregate level, the alternative aggregate of ISIC, Rev.4 proposed for the informal sector consists of 11 categories, designated by the Roman numerals I to XI, as described in the table below.

More information is available from the United Nations Classification Registry accessible at:

<http://unstats.un.org/unsd/cr/registry/isic-4.asp>

Alternative ISIC aggregation for analysis and reporting on informal-sector statistics

Category	Title	ISIC sections	ISIC divisions	ISIC groups	ISIC classes
I	Agriculture, forestry and fishing	A	01-03	011-032	0111-0322
II	Mining and quarrying, manufacturing, electricity, gas and water supply, waste management	B, C, D, E	05-39	051-390	0510-3900
<i>IIa</i>	<i>of which: Manufacturing</i>	<i>C</i>	<i>10-33</i>	<i>101-332</i>	<i>1010-3320</i>
III	Construction	F	41-43	410-439	4100-4390
IV	Wholesale and retail trade	G [*]	45, [*] 46, 47	451, 453, 461-479	4510, 4530, 4610-4799
<i>IVa</i>	<i>Of which: Retail trade not in stores^a</i>	<i>G[*]</i>	<i>47[*]</i>	<i>478, 479[*]</i>	<i>4781-4789, 4799</i>
V	Repair of motor vehicles and motorcycles; repair of computers and personal and household goods	G, [*] S [*]	45, [*] 95	452, 454, 951-952	4520, 4540, 9511-9529
VI	Transportation and storage	H	49-53	491-532	4911-5320
VII	Accommodation and food service activities	I	55-56	551-563	5510-5630
<i>VIIa</i>	<i>Of which: Restaurants, mobile food service activities and event catering</i>	<i>I[*]</i>	<i>56[*]</i>	<i>561, 562[*]</i>	<i>5610, 5621</i>
VIII	Professional, scientific and technical activities; administrative and support service activities; arts, entertainment and recreation	M, N, R	69-82, 90-93	691-829, 900-932	6910-8299, 9000-9329
IX	Education; human health and social work activities	P, Q	85-88	851-889	8510-8890
X	Other personal service activities	S [*]	96	960	9601-9609
XI	Other activities	J, K, L, S [*]	58-68, 94	581-682, 941-949	5811-6820, 9411-9499

^{*} Denotes a split of a section, division or group.

^a Not including retail trade via mail order houses or via Internet.

Occupation

ISCO-08 major groups

Number of persons engaged in the production unit

Total

1-4
5-9
10-19
20-49
50-99
100-199
200 or more

Type of work place

Total

At own home
Client's or employer's home
Other fixed premises
Agricultural land
Construction site
Market or street stall
Without fixed location (mobile)

Number of usual hours of work per week

Total

under 20 hours
20-29 hours
30-39 hours
40-44 hours
45-49 hours
50 hours or more

Number of hours actually worked during the reference week

Total

under 20 hours
20-29 hours
30-39 hours
40-44 hours

45-49 hours
50 hours or more

Level of monthly earnings

Earnings classes to be determined according to national currencies and income distributions

Age groups

Total

under 15 years (if applicable)
15-19 years
20-24 years
25-29 years
30-34 years
35-39 years
40-44 years
45-49 years
50-54 years
55-59 years
60-64 years
65 years or more

Educational level

ISCED or national classification

Method of training

Total

No training received
Apprenticeship
On the job
Correspondence course
Virtual/internet learning
Private study
Institution full-time
Institution part-time
Other

Duration of employment (job turnover)

Total

- Less than 3 months
- 3 to under 6 months
- 6 to under 12 months
- 1 to under 5 years
- 5 to under 10 years
- 10 years or more

Reason for wanting to work more hours

- To have a higher income
- Other reason

Reason for looking for another job

- To have a higher income
- Lack of job security or stability
- Other reason

Conditions of employment (other than hours of work and earnings)

Total

- | | |
|--|----------------|
| Job without limit of time: | Yes |
| | No |
| Written employment contract: | Yes |
| | No |
| Employers' social contributions: | Yes |
| | No |
| Paid annual leave or compensation
for unused leave: | Yes |
| | No |
| Paid sick leave: | Yes |
| | No |
| Paid maternity leave: | Yes |
| | No |
| | Not applicable |

A.4 List of tabulations for the informal sector

GROUP 1: Tabulations dealing with ISU activities

...

GROUP 2: Tabulations dealing with IS enterprises

...

GROUP 3: Tabulations dealing with ISU owners

...

GROUP 4: Tabulations dealing with ISU employees

...

GROUP 5: Tabulations dealing with characteristics of households of ISU owners

...

Annex B

Data dissemination using dynamic templates

The templates presented in this Annex are for a given year and serve as the foundation for the various statistical series. Although the templates provide information on many aspects of the data, they do not provide information on such characteristics as the frequency of collecting data rounds, the reference periods, sample size and sample domains, non-response rates, and whether imputation was used in any items in the data base. This methodological information is found in the metadata.

The approach of each template is to separate sex in columns or orthogonal dimensions in order to show the information both in absolutes and percentages, the latter in terms of participation of each subset in a universe of reference rather than in terms of the inner structure of each subset (Templates 1 and 2). In template 3 emphasis is placed on the structure of each component considered.

It is always possible that each national statistical office has more information than what is listed in the templates. However the template formats can be adapted to include such information while respecting the basic approach and structure. The templates are a scheme with three basic trunks; branches can grow and be more diversified but should do so following the scheme rather than taking the path of a messy bush.

Template 1 is designed to show the significance of informal employment in relation to total employment for each item and level of disaggregation. This template is the most comprehensive because it covers both: a) employment operating within the informal sector and b) informal employment which is not part of the informal sector.

The first section of Template 1 shows whether the information collected by the NSO is representative of the whole country or only urban areas; in addition it shows whether only the main activity of the respondent or also a secondary activity is considered in determining if the worker is informally employed. This is important because even though a given country uses the conceptual framework on informal employment in its data collection, the challenge remains in coverage. If concepts have been more fully developed, the rest of the template can be completed at least for the part already covered, for example urban areas.

Template 2 deals specifically with informal employment which is not part of the informal sector. As such it is a heterogeneous aggregate encompassing: (1) agricultural self-employed or own-account workers; (2) contributing family members not operating in the informal sector as such; (3) paid domestic workers; (4) salary workers with no chance to make effective their labor rights either because their jobs do not provide social security, do not provide them with any non-pecuniary benefits whatsoever or simply lack a written contract; (5) the last category "employees paid with non salary/non fixed payment arrangements" encompasses pseudo independent workers. Some countries for example Argentina and Mexico distinguish individuals whose dependency is concealed because they are not supervised although they work for only one client or those individuals receiving commissions, paid by piece or other flexible modalities in processes where their sole contribution is their labor. If such distinctions are made, they would not be considered own account workers and should be placed in this category.

Template 2 can be completed with information collected in most labour force surveys or even in household surveys on living conditions which include labour as a topic, insofar as the questions are based on the ILO conceptual framework on the economically active population. Even if specific questions on informality are not included, it may still be possible to identify the relevant categories and produce the information required in this template. Moreover these data are relevant for developed countries where the informalization of labour relationships (Groups 4 and 5 in the template) is growing and should be tracked in describing and monitoring labor markets.

Template 3 focuses on employment in micro-enterprises or micro-businesses and specifically on employment in the informal sector. The challenge of this template is to distinguish activities in micro-enterprises from those in the informal sector. If a country does not distinguish micro enterprises and the informal sector, it should still be able to fill in some data on the template. The next step is to develop data collection instruments to be able to make this distinction. Although labour force surveys may be helpful in providing information on employment in micro-businesses as a whole, specialized surveys or modules are needed to identify the informal sector and even to provide data on specific issues related to employment in small scale operations.

Total employment linked to micro-businesses is a reference for comparison, rather than the concept of informal sector as such. The approach underlying the template is to contrast the characteristics and structure of the latter and the former. Two types of segmentation are basic in the template and equally present in micro-businesses as a whole and the informal sector component: 1) the distinction between the share of employment corresponding to those micro-businesses conducted by entrepreneurs and those conducted by own account workers; 2) disaggregation by status in employment for all specific topics. It should be noted that there are slight differences in the topic categories depending on the status in employment category. For example, for informal sector owners (either employers or own account workers) under age 20, little detail is required; however more detail is required for salaried workers and even more for contributing family members or other unpaid workers, such as apprentices. Earnings categories are more detailed for those conducting the activity than for salaried workers. In addition some topics are relevant for only certain categories, for example access to loans in the case of those conducting the activities (owners); kinship for contributing family members.

Template 1: Basic information on informal employment (control figures template)

DATA	ABSOLUTE FIGURES			PERCENTAGES		
	Total	Men	Women	Total	Men	Women
1. Total employment (national level)				100.00	100.00	100.00
1.1 With only one job				100.00	100.00	100.00
1.2 With more than one job				100.00	100.00	100.00
1.1 Informal Employment (national level)						
1.1.1 Informal Employment in the Informal Sector						
As a main job						
As a secondary job						
1.1.2 Informal Employment operating outside the Informal Sector						
As a main job						
As a secondary job						
1. Total employment (urban areas)				100.00	100.00	100.00
1.1 With only one job				100.00	100.00	100.00
1.2 With more than one job				100.00	100.00	100.00
1.1 Informal Employment (urban areas)						
1.1.1 Informal Employment in the Informal Sector						
As a main job						
As a secondary job						
1.1.2 Informal Employment operating outside the Informal Sector						
As a main job						
As a secondary job						
1. Total employment (non urban areas)				100.00	100.00	100.00
1.1 With only one job				100.00	100.00	100.00
1.2 With more than one job				100.00	100.00	100.00
1.1 Informal Employment (non urban areas)						
1.1.1 Informal Employment in the Informal Sector						
As a main job						
As a secondary job						
1.1.2 Informal Employment operating outside the Informal Sector						
As a main job						
As a secondary job						
1.2.1 Informal Employment in the Informal Sector						
2. Total employment by age groups (national level)				100.00	100.00	100.00
Under 15 years				100.00	100.00	100.00
15 to 19				100.00	100.00	100.00
20 to 29				100.00	100.00	100.00
30 to 39				100.00	100.00	100.00
40 to 49				100.00	100.00	100.00
50 to 59				100.00	100.00	100.00
60 to 69				100.00	100.00	100.00
70 onwards				100.00	100.00	100.00
2.1 Informal Employment by age groups (national level)						
Under 15 years						
⋮						
70 onwards						
2. Total employment by age groups (urban areas)				100.00	100.00	100.00
Under 15 years				100.00	100.00	100.00
⋮				⋮	⋮	⋮
70 onwards				100.00	100.00	100.00
2.1 Informal Employment by age groups (urban areas)						
Under 15 years				100.00	100.00	100.00
⋮				⋮	⋮	⋮
70 onwards				100.00	100.00	100.00
2. Total employment by age groups (non urban areas)				100.00	100.00	100.00
Under 15 years				100.00	100.00	100.00
⋮				⋮	⋮	⋮
70 onwards				100.00	100.00	100.00
2.1 Informal Employment by age groups (non urban areas)						
Under 15 years						
⋮						
70 onwards						
3. Total employment by school attainment (national level)				100.00	100.00	100.00
Grammar School				100.00	100.00	100.00
Junior High School				100.00	100.00	100.00
High School				100.00	100.00	100.00
College				100.00	100.00	100.00
Not schooling at all				100.00	100.00	100.00
3.1 Informal Employment by school attainment (national level)						
Grammar School						
⋮						
Not schooling at all						
3. Total employment by school attainment (urban areas)				100.00	100.00	100.00
Grammar School				100.00	100.00	100.00
⋮				⋮	⋮	⋮
Not schooling at all				100.00	100.00	100.00
3.1 Informal Employment by school attainment (urban areas)						
Grammar School						
⋮						
Not schooling at all						

Template 1: Basic information on informal employment (control figures template)

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DATA	ABSOLUTE FIGURES			PERCENTAGES		
	Total	Men	Women	Total	Men	Women
3. Total employment by school attainment (non urban areas)				100.00	100.00	100.00
Grammar School				100.00	100.00	100.00
⋮				⋮	⋮	⋮
Not schooling at all				100.00	100.00	100.00
3.1 Informal Employment by school attainment (non urban areas)						
Grammar School						
⋮						
Not schooling at all						
4. Total employment by category or status (national level)				100.00	100.00	100.00
Employers				100.00	100.00	100.00
Own Account Workers				100.00	100.00	100.00
Salary Workers				100.00	100.00	100.00
Non-paid/contributing family members				100.00	100.00	100.00
Other status				100.00	100.00	100.00
4.1 Informal Employment by school attainment (national level)						
Employers						
⋮						
Other status						
4. Total employment by category or status (urban areas)				100.00	100.00	100.00
Employers				100.00	100.00	100.00
⋮				⋮	⋮	⋮
Other status				100.00	100.00	100.00
4.1 Informal Employment by category or status (urban areas)						
Employers						
⋮						
Other status						
4. Total employment by category or status (non urban areas)				100.00	100.00	100.00
Employers				100.00	100.00	100.00
⋮				⋮	⋮	⋮
Other status				100.00	100.00	100.00
4.1 Informal Employment by category or status (urban areas)						
Employers						
⋮						
Other status						
5. Total employment by size of the economic unit (national level)				100.00	100.00	100.00
1-4 persons employed				100.00	100.00	100.00
5-9 persons employed				100.00	100.00	100.00
10-19 persons employed				100.00	100.00	100.00
20-49 persons employed				100.00	100.00	100.00
50-99 personas employed				100.00	100.00	100.00
100-199 persons employed				100.00	100.00	100.00
200 or more				100.00	100.00	100.00
5.1 Informal Employment by size of the economic unit (national level)						
1-4 persons employed						
⋮						
200 or more						
5. Total employment by size of the economic unit (urban areas)				100.00	100.00	100.00
1-4 persons employed				100.00	100.00	100.00
⋮				⋮	⋮	⋮
200 or more				100.00	100.00	100.00
5.1 Informal Employment by size of the economic unit (urban areas)						
1-4 persons employed						
⋮						
200 or more						
5. Total employment by size of the economic unit (non urban areas)				100.00	100.00	100.00
1-4 persons employed				100.00	100.00	100.00
⋮				⋮	⋮	⋮
200 or more				100.00	100.00	100.00
5.1 Informal Employment by size of the economic unit (non urban areas)						
1-4 persons employed						
⋮						
200 or more						
6. Total employment by industry (national level)				100.00	100.00	100.00
Agriculture and husbandry				100.00	100.00	100.00
Mining/Electricity/energy or water supply				100.00	100.00	100.00
Manufacturing				100.00	100.00	100.00
Construction				100.00	100.00	100.00
Retail Trade				100.00	100.00	100.00
Whole Sale Trade (supplying commodities to other business)				100.00	100.00	100.00
Food/Beverage preparation and sale				100.00	100.00	100.00
Transportation				100.00	100.00	100.00
Other services				100.00	100.00	100.00
6.1 Informal Employment by industry (national level)						
Agriculture and husbandry						
⋮						
Other services						

Template 1: Basic information on informal employment (control figures template)

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DATA	ABSOLUTE FIGURES			PERCENTAGES		
	Total	Men	Women	Total	Men	Women
6. Total employment by industry (urban areas)				100.00	100.00	100.00
Agriculture and husbandry				100.00	100.00	100.00
⋮				⋮	⋮	⋮
Other services				100.00	100.00	100.00
6.1 Informal Employment by industry (urban areas)						
Agriculture and husbandry						
⋮						
Other services						
6. Total employment by industry (non urban areas)				100.00	100.00	100.00
Agriculture and husbandry				100.00	100.00	100.00
⋮				⋮	⋮	⋮
Other services				100.00	100.00	100.00
6.1 Informal Employment by industry (non urban areas)						
Agriculture and husbandry						
⋮						
Other services						
7. Total employment by numbers of hours worked during the reference week (national level)				100.00	100.00	100.00
Less than 4				100.00	100.00	100.00
5 to 14				100.00	100.00	100.00
15 to 24				100.00	100.00	100.00
25 to 34				100.00	100.00	100.00
35 to 44				100.00	100.00	100.00
45 to 55				100.00	100.00	100.00
56 or more				100.00	100.00	100.00
Temporarily absent/not specified the precise number of hours				100.00	100.00	100.00
7.1 Informal Employment by industry (national level)						
Less than 4						
⋮						
Temporarily absent/not specified the precise number of hours						
7. Total employment by numbers of hours worked during the reference week (urban areas)				100.00	100.00	100.00
Less than 4				100.00	100.00	100.00
⋮				⋮	⋮	⋮
Temporarily absent/not specified the precise number of hours				100.00	100.00	100.00
7.1 Informal Employment by industry (urban areas)						
Less than 4						
⋮						
Temporarily absent/not specified the precise number of hours						
7. Total employment by numbers of hours worked during the reference week (non urban areas)				100.00	100.00	100.00
Less than 4				100.00	100.00	100.00
⋮				⋮	⋮	⋮
Temporarily absent/not specified the precise number of hours				100.00	100.00	100.00
7.1 Informal Employment by industry (urban areas)						
Less than 4						
⋮						
Temporarily absent/not specified the precise number of hours						
8. Total employment by incomes earned in terms of minimum wage equivalent (national level)				100.00	100.00	100.00
Less than equivalent one mw				100.00	100.00	100.00
From one to less than two equivalent mw				100.00	100.00	100.00
From two to less than three equivalent mw				100.00	100.00	100.00
From three to less than five equivalent mw				100.00	100.00	100.00
More than five equivalent mw				100.00	100.00	100.00
No monetary incomes earned				100.00	100.00	100.00
Not specified the amount of incomes earned				100.00	100.00	100.00
8.1 Informal Employment by incomes earned in terms of mw equivalent (national level)						
Less than equivalent one mw						
⋮						
Not specified the amount of incomes earned						
8. Total employment by incomes earned in terms of minimum wage equivalent (urban areas)				100.00	100.00	100.00
Less than equivalent one mw				100.00	100.00	100.00
⋮				⋮	⋮	⋮
Not specified the amount of incomes earned				100.00	100.00	100.00
8.1 Informal Employment by incomes earned in terms of mw equivalent (urban areas)						
Less than equivalent one mw						
⋮						
Not specified the amount of incomes earned						
8. Total employment by incomes earned in terms of minimum wage equivalent (non urban areas)				100.00	100.00	100.00
Less than equivalent one mw				100.00	100.00	100.00
⋮				⋮	⋮	⋮
Not specified the amount of incomes earned				100.00	100.00	100.00
8.1 Informal Employment by incomes earned in terms of mw equivalent (non urban areas)						
Less than equivalent one mw						
⋮						
Not specified the amount of incomes earned						

Template 2: Informal employment operating outside the informal sector (control figures template)

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DATA	ABSOLUTE FIGURES			PERCENTAGES		
	Total	Men	Women	Total	Men	Women
1. Employment operating out of the Informal Sector (national level)				100.00	100.00	100.00
Agriculture self employed (1)				100.00	100.00	100.00
Non paid workers/contributing family members not in the Informal Sector (2)				100.00	100.00	100.00
Paid domestic workers (3)				100.00	100.00	100.00
Salary workers with non protected jobs/ without chance to make effective labour rights (4)				100.00	100.00	100.00
Employees paid with non salary/non fixed payment arrangements (5)				100.00	100.00	100.00
1. Employment operating out of the Informal Sector (urban areas)						
Agriculture self employed (1)						
Non paid workers/contributing family members not in the Informal Sector (2)						
Paid domestic workers (3)						
Salary workers with non protected jobs/ without chance to make effective labour rights (4)						
Employees paid with non salary/non fixed payment arrangements (5)						
1. Employment operating out of the Informal Sector (non urban areas)						
Agriculture self employed (1)						
Non paid workers/contributing family members not in the Informal Sector (2)						
Paid domestic workers (3)						
Salary workers with non protected jobs/ without chance to make effective labour rights (4)						
Employees paid with non salary/non fixed payment arrangements (5)						
2. Employment operating out of the Informal Sector by age group (national level)				100.00	100.00	100.00
Under 15 years				100.00	100.00	100.00
15 to 19				100.00	100.00	100.00
20 to 29				100.00	100.00	100.00
30 to 39				100.00	100.00	100.00
40 to 49				100.00	100.00	100.00
50 to 59				100.00	100.00	100.00
60 to 69				100.00	100.00	100.00
70 onwards				100.00	100.00	100.00
2.1 Agriculture Self Employed by age group						
Under 15 years						
:						
70 onwards						
2.2 Non paid workers/contributing family members not in the Informal Sector						
Under 15 years						
:						
70 onwards						
2.3 Paid domestic workers by age group						
Under 15 years						
:						
70 onwards						
2.4 Salary workers with non protected jobs/ without chance to make effective labour rights						
Under 15 years						
:						
70 onwards						
2.5 Employees paid with non salary/non fixed payment arrangements by age group						
Under 15 years						
:						
70 onwards						
3. Employment operating out of the Informal Sector by school attainment				100.00	100.00	100.00
Grammar School				100.00	100.00	100.00
Junior High School				100.00	100.00	100.00
High School				100.00	100.00	100.00
College				100.00	100.00	100.00
Not schooling at all				100.00	100.00	100.00
3.1 Agriculture Self Employed by school attainment						
Grammar School						
:						
Not schooling at all						
3.2 Non paid workers/contributing family members not in the Informal Sector by school attainment						
Grammar School						
:						
Not schooling at all						
3.3 Paid domestic workers by school attainment						
Grammar School						
:						
Not schooling at all						
3.4 Salary workers with non protected jobs/ without chance to make effective labour rights						
Grammar School						
:						
Not schooling at all						
3.5 Employees paid with non salary/non fixed payment arrangements by school attainment						
Grammar School						
:						
Not schooling at all						

Template 2: Informal employment operating outside the informal sector (control figures template)

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DATA	ABSOLUTE FIGURES			PERCENTAGES		
	Total	Men	Women	Total	Men	Women
4 Economically dependent persons at home				100.00	100.00	100.00
None				100.00	100.00	100.00
1 household member				100.00	100.00	100.00
2 household members				100.00	100.00	100.00
3 household members				100.00	100.00	100.00
4 household members				100.00	100.00	100.00
5 household members				100.00	100.00	100.00
More than five family members				100.00	100.00	100.00
4.1 Agriculture Self Employed						
None						
:						
More than five family members						
4.2 Non paid workers/contributing family members not in the Informal Sector						
None						
:						
More than five family members						
4.3 Paid domestic workers						
None						
:						
More than five family members						
4.4 Salary workers with non protected jobs/ without chance to make effective labour rights						
None						
:						
More than five family members						
4.5 Employees paid with non salary/non fixed payment arrangements						
None						
:						
More than five family members						
5. Employment operating outside the Informal Sector by size of the economic unit (national level)				100.00	100.00	100.00
1-4 persons employed				100.00	100.00	100.00
5-9 persons employed				100.00	100.00	100.00
10-19 persons employed				100.00	100.00	100.00
20-49 persons employed				100.00	100.00	100.00
50-99 personas employed				100.00	100.00	100.00
100-199 persons employed				100.00	100.00	100.00
200 or more				100.00	100.00	100.00
5.1 Agriculture Self Employed						
1-4 persons employed						
5-9 persons employed						
5.2 Non paid workers/contributing family members not in the Informal Sector						
1-4 persons employed						
:						
200 or more						
5.3 Paid domestic workers						
1-4 persons employed						
5-9 persons employed						
5.4 Salary workers with non protected jobs/ without chance to make effective labour rights						
1-4 persons employed						
:						
200 or more						
5.5 Employees paid with non salary/non fixed payment arrangements						
1-4 persons employed						
:						
200 or more						
6. Employment operating outside the Informal Sector by industry				100.00	100.00	100.00
Agriculture and husbandry				100.00	100.00	100.00
Mining/Electricity/energy or water supply				100.00	100.00	100.00
Manufacturing				100.00	100.00	100.00
Construction				100.00	100.00	100.00
Retail Trade				100.00	100.00	100.00
Whole Sale Trade (supplying commodities to other business)				100.00	100.00	100.00
Food/Beverage preparation and sale				100.00	100.00	100.00
Transportation				100.00	100.00	100.00
Other services				100.00	100.00	100.00
6.1 Agriculture Self Employed						
Agriculture and husbandry						
6.2 Non paid workers/contributing family members not in the Informal Sector						
Agriculture and husbandry						
:						
Other services						
6.3 Paid domestic workers						
Other services						

Template 2: Informal employment operating outside the informal sector (control figures template)

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DATA	ABSOLUTE FIGURES			PERCENTAGES		
	Total	Men	Women	Total	Men	Women
6.4 Salary workers with non protected jobs/ without chance to make effective labour rights >						
Agriculture and husbandry						
:						
Other services						
6.5 Employees paid with non salary/non fixed payment arrangements						
Agriculture and husbandry						
:						
Other services						
7. Employment operating outside the Informal Sector by number of hours worked				100.00	100.00	100.00
Less than 4				100.00	100.00	100.00
5 to 14				100.00	100.00	100.00
15 to 24				100.00	100.00	100.00
25 to 34				100.00	100.00	100.00
35 to 44				100.00	100.00	100.00
45 to 55				100.00	100.00	100.00
56 or more				100.00	100.00	100.00
Temporarily absent/not specified the precise number of hours				100.00	100.00	100.00
7.1 Agriculture Self Employed						
Less than 4						
:						
Temporarily absent/not specified the precise number of hours						
7.2 Non paid workers/contributing family members not in the Informal Sector						
Less than 4						
:						
Temporarily absent/not specified the precise number of hours						
7.3 Paid domestic workers						
Less than 4						
:						
Temporarily absent/not specified the precise number of hours						
7.4 Salary workers with non protected jobs/ without chance to make effective labour rights						
Less than 4						
:						
Temporarily absent/not specified the precise number of hours						
7.5 Employees paid with non salary/non fixed payment arrangements						
Less than 4						
:						
Temporarily absent/not specified the precise number of hours						
8. Employment operating outside the Informal Sector by incomes earned in terms of minimum wage equivalent				100.00	100.00	100.00
Less than equivalent one mw				100.00	100.00	100.00
From one to less than two equivalent mw				100.00	100.00	100.00
From two to less than three equivalent mw				100.00	100.00	100.00
From three to less than five equivalent mw				100.00	100.00	100.00
More than five equivalent mw				100.00	100.00	100.00
No monetary incomes earned				100.00	100.00	100.00
Not specified the amount of incomes earned				100.00	100.00	100.00
8.1 Agriculture Self Employed						
Less than equivalent one mw						
:						
Not specified the amount of incomes earned						
8.2 Non paid workers/contributing family members not in the Informal Sector						
No monetary incomes earned						
8.3 Paid domestic workers						
Less than equivalent one mw						
:						
Not specified the amount of incomes earned						
8.4 Salary workers with non protected jobs/ without chance to make effective labour rights						
Less than equivalent one mw						
:						
Not specified the amount of incomes earned						
8.5 Employees paid with non salary/non fixed payment arrangements						
Less than equivalent one mw						
:						
Not specified the amount of incomes earned						

Template 3: Strategic data on employment linked to Micro businesses (control figures template)

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INDICADOR	ABSOLUTE FIGURES			PERCENTAGES		
	Total	Men	Women	Total	Men	Women
1. Employment linked to Micro Business				100.00	100.00	100.00
Total employment in MB conducted by entrepreneurs						
Total employment in MB conducted by own account workers						
1.1 Category of employment				100.00	100.00	100.00
Employers						
Own Account Workers						
Salary Workers						
Non-paid/contributing family members						
1.2 Size of the business (including the owner)				100.00	100.00	100.00
1 person employed (stand alone)						
2 persons employed						
3 persons employed						
4 persons employed						
5 persons employed						
More than five persons employed						
1.3 By industry (ISIC or equivalent classification)				100.00	100.00	100.00
Mining/Electricity/energy or water supply						
Manufacturing						
Construction						
Retail Trade						
Whole Sale Trade (supplying commodities to other business)						
Food/Beverage preparation and sale						
Transportation						
Other services						
1.4 By premises availability				100.00	100.00	100.00
With premises						
Without premises						
Street Vendors						
Outworkers						
Home based workers						
Operating in vehicles						
Operating at a construction site						
Other modalities not considered above						
2. Informal Sector Employment in Micro Business				100.00	100.00	100.00
Total employment in MB conducted by entrepreneurs						
Total employment in MB conducted by own account workers						
2.1 Category of employment				100.00	100.00	100.00
Employers						
:						
Non-paid/contributing family members						
2.2 Size of the business (including the owner)				100.00	100.00	100.00
1 person employed (stand alone)						
:						
More than five persons employed						
2.3 By industry (ISIC or equivalent classification)				100.00	100.00	100.00
Mining/Electricity/energy or water supply						
:						
Other services						
2.4 By premises availability				100.00	100.00	100.00
With premises						
:						
Other modalities not considered above						
3. Total Micro Business Owners						
3.1 Age Group				100.00	100.00	100.00
Less than 20						
20 to 29						
:						
70 onwards						
3.2 Schooling (maximum grade attainment)				100.00	100.00	100.00
Grammar School						
...						
Not schooling at all						
3.3 Size of the business (including the owner)				100.00	100.00	100.00
1 person (stand alone)						
:						
More than five persons employed						
3.4 By industry (ISIC or equivalent classification)				100.00	100.00	100.00
Mining/Electricity/energy or water supply						
:						
Other services						

Template 3: Strategic data on employment linked to Micro businesses (control figures template)

INDICADOR	ABSOLUTE FIGURES			PERCENTAGES		
	Total	Men	Women	Total	Men	Women
3.5 Premises availability				100.00	100.00	100.00
With premises						
:						
Other modalities not considered above						
3.6 Social protection (to her/his person)				100.00	100.00	100.00
With social protection						
Without social protection						
3.7 Economically dependent persons at home				100.00	100.00	100.00
None						
1 household member						
...						
5 household members						
More than five family members						
3.8 Loans and Micro Loans				100.00	100.00	100.00
With access						
Supplied by non commercial banks/government program support						
Supplied by commercial banks						
Supplied by money lenders						
Supplied by relatives, friends or acquaintances not in the money lender business						
Without access						
No finance needed so far						
3.9 Years conducting the current business				100.00	100.00	100.00
Less than a year						
1 to less than 2 years						
...						
5 or more years						
3.10 Situation before starting the current business				100.00	100.00	100.00
Employed						
Salary Job						
Conducting another business						
Non paid worker/contributing family member						
Unemployed						
Not in the Labor Force						
Studying						
...						
Other situation						
3.11 Current situation				100.00	100.00	100.00
Looking for a salary job						
Not looking for a salary job						
3.12 Informal Employment by industry (national level)				100.00	100.00	100.00
Less than 4						
5 to 14						
15 to 24						
25 to 34						
35 to 44						
45 to 55						
56 or more						
Temporarily absent/not specified the precise number of hours						
3.13 Informal Employment by incomes earned in terms of mw equivalent (national level)				100.00	100.00	100.00
Less than equivalent one mw						
From one to less than two equivalent mw						
From two to less than three equivalent mw						
From three to less than five equivalent mw						
More than five equivalent mw						
No monetary incomes earned						
Not specified the amount of incomes earned						
4. Informal Sector Owners						
4.1 Age Group				100.00	100.00	100.00
Less than 20						
20 to 29						
:						
70 onwards						
4.2 Schooling (maximum grade attainment)				100.00	100.00	100.00
Grammar School						
:						
Not schooling at all						
4.3 Size of the business (including the owner)				100.00	100.00	100.00
1 person (stand alone)						
:						
More than five persons employed						

Template 3: Strategic data on employment linked to Micro businesses (control figures template)

INDICADOR	ABSOLUTE FIGURES			PERCENTAGES		
	Total	Men	Women	Total	Men	Women
4.4 By industry (ISIC or equivalent classification)				100.00	100.00	100.00
Mining/Electricity/energy or water supply						
⋮						
Other services						
4.5 Premises availability				100.00	100.00	100.00
With premises						
⋮						
Other modalities not considered above						
4.6 Social protection (to her/his person)				100.00	100.00	100.00
With social protection						
Without social protection						
4.7 Economically dependent persons at home				100.00	100.00	100.00
None						
⋮						
More than five family members						
4.8 Loans and Micro Loans				100.00	100.00	100.00
With access						
⋮						
No finance needed so far						
4.9 Years conducting the current business				100.00	100.00	100.00
Less than a year						
1 to less than 2 years						
⋮						
5 or more years						
4.10 Situation before starting the current business				100.00	100.00	100.00
Employed						
⋮						
Other situation						
4.11 Current situation				100.00	100.00	100.00
Looking for a salary job						
Not looking for a salary job						
4.12 Informal Employment by industry (national level)				100.00	100.00	100.00
Less than 4						
⋮						
Temporarily absent/not specified the precise number of hours						
4.13 Informal Employment by incomes earned in terms of mw equivalent (national level)				100.00	100.00	100.00
Less than equivalent one mw						
⋮						
Not specified the amount of incomes earned						
5. Informal Sector Employers						
5.1 Age Group				100.00	100.00	100.00
Less than 20						
20 to 29						
⋮						
70 onwards						
5.2 Schooling (maximum grade attainment)				100.00	100.00	100.00
Grammar School						
⋮						
Not schooling at all						
5.3 Size of the business (including the owner)				100.00	100.00	100.00
2 persons employed						
3 persons employed						
4 persons employed						
5 personas employed						
More than five persons employed						
5.4 By industry (ISIC or equivalent classification)				100.00	100.00	100.00
Mining/Electricity/energy or water supply						
⋮						
Other services						
5.5 Premises availability				100.00	100.00	100.00
With premises						
⋮						
Other modalities not considered above						
5.6 Social protection (to her/his person)				100.00	100.00	100.00
With social protection						
Without social protection						
5.7 Economically dependent persons at home				100.00	100.00	100.00
None						
⋮						
More than five family members						

Template 3: Strategic data on employment linked to Micro businesses (control figures template)

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INDICADOR	ABSOLUTE FIGURES			PERCENTAGES		
	Total	Men	Women	Total	Men	Women
5.8 Loans and Micro Loans				100.00	100.00	100.00
With access						
:						
No finance needed so far						
5.9 Years conducting the current business				100.00	100.00	100.00
Less than a year						
:						
5 or more years						
5.10 Situation before starting the current business				100.00	100.00	100.00
Employed						
:						
Other situation						
5.11 Current situation				100.00	100.00	100.00
Looking for a salary job						
Not looking for a salary job						
5.12 Informal Employment by industry (national level)				100.00	100.00	100.00
Less than 4						
:						
Temporarily absent/not specified the precise number of hours						
5.13 Informal Employment by incomes earned in terms of mw equivalent (national level)				100.00	100.00	100.00
Less than equivalent one mw						
:						
Not specified the amount of incomes earned						
6. Informal Own Account Workers						
6.1 Age Group				100.00	100.00	100.00
Less than 20						
20 to 29						
:						
70 onwards						
6.2 Schooling (maximum grade attainment)				100.00	100.00	100.00
Grammar School						
:						
Not schooling at all						
6.3 Size of the business (including the owner)				100.00	100.00	100.00
1 person (stand alone)						
:						
More than five persons employed						
6.4 By industry (ISIC or equivalent classification)				100.00	100.00	100.00
Mining/Electricity/energy or water supply						
:						
Other services						
6.5 Premises availability				100.00	100.00	100.00
With premises						
:						
Other modalities not considered above						
6.6 Social protection (to her/his person)				100.00	100.00	100.00
With social protection						
Without social protection						
6.7 Economically dependent persons at home				100.00	100.00	100.00
None						
:						
More than five family members						
6.8 Loans and Micro Loans				100.00	100.00	100.00
With access						
:						
No finance needed so far						
6.9 Years conducting the current business				100.00	100.00	100.00
Less than a year						
:						
5 or more years						
6.10 Situation before starting the current business				100.00	100.00	100.00
Employed						
:						
Other situation						
6.11 Current situation				100.00	100.00	100.00
Looking for a salary job						
Not looking for a salary job						
6.12 Informal Employment by industry (national level)				100.00	100.00	100.00
Less than 4						
:						
Temporarily absent/not specified the precise number of hours						

Template 3: Strategic data on employment linked to Micro businesses (control figures template)

INDICADOR	ABSOLUTE FIGURES			PERCENTAGES		
	Total	Men	Women	Total	Men	Women
6.13 Informal Employment by incomes earned in terms of mw equivalent (national level)				100.00	100.00	100.00
Less than equivalent one mw						
⋮						
Not specified the amount of incomes earned						
7. Salary Workers in Micro Businesses						
7.1 Age Group				100.00	100.00	100.00
Less than 15						
15 to 19						
20 to 29						
⋮						
70 onwards						
7.2 Schooling (maximum grade attainment)				100.00	100.00	100.00
Grammar School						
⋮						
Not schooling at all						
7.3 Size of the business (including the owner)				100.00	100.00	100.00
2 persons employed						
3 persons employed						
4 persons employed						
5 personas employed						
More than five persons employed						
7.4 By industry (ISIC or equivalent classification)				100.00	100.00	100.00
Mining/Electricity/energy or water supply						
⋮						
Other services						
7.5 Hours worked during the reference week				100.00	100.00	100.00
Less than 4						
⋮						
56 or more						
7.6 Social protection paid total or partially by the employer				100.00	100.00	100.00
With social protection						
Without social protection						
7.7 Salary/Wages				100.00	100.00	100.00
Less than minimum wage						
From 1 mw to less than 2 mw						
2 mw or more						
8. Salary workers in the informal sector						
8.1 Age Group				100.00	100.00	100.00
Less than 15						
15 to 19						
20 to 29						
⋮						
70 onwards						
8.2 Schooling (maximum grade attainment)				100.00	100.00	100.00
Grammar School						
⋮						
Not schooling at all						
8.3 Size of the business (including the owner)				100.00	100.00	100.00
2 persons employed						
3 persons employed						
4 persons employed						
5 personas employed						
More than five persons employed						
8.4 By industry (ISIC or equivalent classification)				100.00	100.00	100.00
Mining/Electricity/energy or water supply						
⋮						
Other services						
8.5 Hours worked during the reference week				100.00	100.00	100.00
Less than 4						
⋮						
56 or more						
8.6 Social protection paid total or partially by the employer				100.00	100.00	100.00
With social protection						
Without social protection						
8.7 Salary/Wages				100.00	100.00	100.00
Less than minimum wage						
From 1 mw to less than 2 mw						
2 mw or more						

Template 3: Strategic data on employment linked to Micro businesses (control figures template)

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INDICADOR	ABSOLUTE FIGURES			PERCENTAGES		
	Total	Men	Women	Total	Men	Women
9. Non paid workers/Contributing family members						
9.1 Age Group				100.00	100.00	100.00
Less than 10						
10 to 14						
15 to 19						
20 to 29						
⋮						
70 onwards						
9.2 Schooling (maximum grade attainment)				100.00	100.00	100.00
Grammar School						
⋮						
Not schooling at all						
9.3 Size of the business (including the owner)				100.00	100.00	100.00
2 persons employed						
⋮						
5 personas employed						
More than five persons employed						
9.4 By industry (ISIC or equivalent classification)				100.00	100.00	100.00
Mining/Electricity/energy or water supply						
⋮						
Other services						
9.5 Hours worked during the reference week				100.00	100.00	100.00
Less than 4						
⋮						
56 or more						
9.6 Social protection paid total or partially by the employer				100.00	100.00	100.00
With social protection						
Without social protection						
9.7 Kinship on respect the business owner				100.00	100.00	100.00
Couple						
Son/Daughter						
Parents						
Grand Parents						
Other relatives						
No kinship						
10. Non paid/contributing family members in the informal sector						
10.1 Age Group				100.00	100.00	100.00
Less than 10						
10 to 14						
15 to 19						
20 to 29						
⋮						
70 onwards						
10.2 Schooling (maximum grade attainment)				100.00	100.00	100.00
Grammar School						
⋮						
Not schooling at all						
10.3 Size of the business (including the owner)				100.00	100.00	100.00
2 persons employed						
⋮						
5 personas employed						
More than five persons employed						
10.4 By industry (ISIC or equivalent classification)				100.00	100.00	100.00
Mining/Electricity/energy or water supply						
⋮						
Other services						
10.5 Hours worked during the reference week				100.00	100.00	100.00
Less than 4						
⋮						
56 or more						
10.6 Social protection paid total or partially by the employer				100.00	100.00	100.00
With social protection						
Without social protection						
10.7 Kinship on respect the business owner				100.00	100.00	100.00
Couple						
⋮						
No kinship						